

**REPORT OF THE AUDIT OF THE
MONROE COUNTY
CLERK**

**For The Year Ended
December 31, 2002**



**EDWARD B. HATCHETT, JR.
AUDITOR OF PUBLIC ACCOUNTS
www.kyauditor.net**

**144 CAPITOL ANNEX
FRANKFORT, KY 40601
TELEPHONE (502) 564-5841
FACSIMILE (502) 564-2912**



EDWARD B. HATCHETT, JR.
AUDITOR OF PUBLIC ACCOUNTS

To the People of Kentucky
Honorable Paul E. Patton, Governor
Gordon C. Duke, Secretary
Finance and Administration Cabinet
Dana Mayton, Secretary, Revenue Cabinet
Honorable Wilber Graves, Monroe County Judge/Executive
Honorable Teresa Sheffield, Monroe County Clerk
Members of the Monroe County Fiscal Court

The enclosed report prepared by Kapp & Company, PLLC, Certified Public Accountants, presents the statement of receipts, disbursements, and excess fees of the County Clerk of Monroe County, Kentucky, for the year ended December 31, 2002.

We engaged Kapp & Company, PLLC, to perform the financial audit of this statement. We worked closely with the firm during our report review process; Kapp & Company, PLLC, evaluated the Monroe County Clerk's internal controls and compliance with applicable laws and regulations.

Respectfully submitted,

Edward B. Hatchett, Jr.
Auditor of Public Accounts

Enclosure



EXECUTIVE SUMMARY

AUDIT EXAMINATION OF THE MONROE COUNTY CLERK

**For The Year Ended
December 31, 2002**

Kapp & Company, PLLC, has completed the Monroe County Clerk's audit for the year ended December 31, 2002. We have issued an unqualified opinion on the financial statement taken as a whole. Based upon the audit work performed, the financial statement is presented fairly in all material respects.

Financial Condition:

Excess fees increased by \$2,222 from the prior calendar year, resulting in excess fees of \$40,469 as of December 31, 2002. Revenues increased by \$49,037 from the prior year and disbursements increased by \$46,900.

Deposits:

The Clerk's deposits were insured and collateralized by bank securities or bonds.

CONTENTS

PAGE

INDEPENDENT AUDITOR'S REPORT	1
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES.....	3
NOTES TO FINANCIAL STATEMENT	6
REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF THE FINANCIAL STATEMENT PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS	11



Kapp & Company, PLLC

Certified Public Accountants &
Business Advisors

To the People of Kentucky

Honorable Paul E. Patton, Governor

Gordon C. Duke, Secretary

Finance and Administration Cabinet

Dana Mayton, Secretary, Revenue Cabinet

Honorable Wilber Graves, Monroe County Judge/Executive

Honorable Teresa Sheffield, Monroe County Clerk

Members of the Monroe County Fiscal Court

Independent Auditor's Report

We have audited the accompanying statement of receipts, disbursements, and excess fees of the County Clerk of Monroe County, Kentucky, for the year ended December 31, 2002. This financial statement is the responsibility of the County Clerk. Our responsibility is to express an opinion on this financial statement based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, and the Audit Guide for County Fee Officials issued by the Auditor of Public Accounts, Commonwealth of Kentucky. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 1, the County Clerk's office prepares the financial statement on a prescribed basis of accounting that demonstrates compliance with the modified cash basis and laws of Kentucky, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

In our opinion, the financial statement referred to above presents fairly, in all material respects, the receipts, disbursements, and excess fees of the Monroe County Clerk for the year ended December 31, 2002, in conformity with the modified cash basis of accounting.

To the People of Kentucky
Honorable Paul E. Patton, Governor
Gordon C. Duke, Secretary
Finance and Administration Cabinet
Dana Mayton, Secretary, Revenue Cabinet
Honorable Wilber Graves, Monroe County Judge/Executive
Honorable Teresa Sheffield, Monroe County Clerk
Members of the Monroe County Fiscal Court

In accordance with Government Auditing Standards, we have also issued our report dated September 12, 2003, on our consideration of the County Clerk's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grants. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be read in conjunction with this report in considering the results of our audit.

Respectfully submitted,

A handwritten signature in cursive script that reads "Kapp & Company, PLLC".

Kapp & Company, PLLC

Audit fieldwork completed -
September 12, 2003

MONROE COUNTY
 TERESA SHEFFIELD, COUNTY CLERK
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES
 For The Year Ended December 31, 2002

Receipts

State Fees For Services	\$	4,936
-------------------------	----	-------

Fiscal Court		2,894
--------------	--	-------

Licenses and Taxes:

Motor Vehicle-

Licenses and Transfers	\$	289,951
Usage Tax		545,290
Tangible Personal Property Tax		607,796
Notary Fees		7,048
Lien Release Fees		2,549
Miscellaneous		1,027

Licenses-

Fish and Game		5,498
Marriage		3,761
Occupational		302
Going Out of Business		100

Deed Transfer Tax		18,640
Delinquent Tax		24,478

		1,506,440
--	--	-----------

Fees Collected for Services:

Recordings-

Bail Bonds	\$	735
Deeds, Easements, and Contracts		7,517
Real Estate Mortgages		14,650
Chattel Mortgages and Financing Statements		34,893
Fixture Filing		323
Leases		72
Liens and Lis Pendens		1,266
Releases		5,414
Wills and Estate Settlement		544
Powers of Attorney		997
All Other Recordings		2,858

Charges for Other Services-

Candidate Filing Fees		1,920
Postage		149
Refunds		6,643
Copywork		1,672

		79,653
--	--	--------

MONROE COUNTY

The accompanying notes are an integral part of this financial statement.

TERESA SHEFFIELD, COUNTY CLERK
 STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES
 For The Year Ended December 31, 2002
 (Continued)

Receipts (Continued)

Other:

Miscellaneous		\$	1,130
---------------	--	----	-------

Interest Earned			<u>1,529</u>
-----------------	--	--	--------------

Total Receipts		\$	1,596,582
----------------	--	----	-----------

Disbursements

Payments to State:

Motor Vehicle-

Licenses and Transfers	\$	222,971	
------------------------	----	---------	--

Usage Tax		528,262	
-----------	--	---------	--

Tangible Personal Property Tax		207,362	
--------------------------------	--	---------	--

Licenses, Taxes, and Fees-

Fish and Game		5,313	
---------------	--	-------	--

Delinquent Tax		3,079	
----------------	--	-------	--

Legal Process Tax		9,757	
-------------------	--	-------	--

Candidate Filing Fees		<u>840</u>	\$ 977,584
-----------------------	--	------------	------------

Payments to Fiscal Court:

Tangible Personal Property Tax	\$	42,456	
--------------------------------	----	--------	--

Delinquent Tax		2,306	
----------------	--	-------	--

Deed Transfer Tax		17,705	
-------------------	--	--------	--

Occupational Licenses		<u>247</u>	62,714
-----------------------	--	------------	--------

Payments to Other Districts:

Tangible Personal Property Tax	\$	332,738	
--------------------------------	----	---------	--

Delinquent Tax		<u>11,219</u>	343,957
----------------	--	---------------	---------

Payments to Sheriff			479
---------------------	--	--	-----

Payments to County Attorney			3,289
-----------------------------	--	--	-------

Operating Disbursements and Capital Outlay:

Personnel Services-

Deputies' Salaries	\$	81,595	
--------------------	----	--------	--

Materials and Supplies-

Office Supplies		494	
-----------------	--	-----	--

The accompanying notes are an integral part of this financial statement.

MONROE COUNTY
 TERESA SHEFFIELD, COUNTY CLERK
 STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES
 For The Year Ended December 31, 2002
 (Continued)

Disbursements (Continued)

Operating Disbursements and Capital Outlay: (Continued)

Printing and Binding	\$	2,011	
Conventions and Travel		2,297	
Dues		585	
Postage		3,611	
Refunds		8,344	
Bank charges		52	
Miscellaneous		277	\$ 99,266
Total Allowable Disbursements			\$ 1,487,289
Net Receipts			\$ 109,293
Less: Statutory Maximum			62,259
Excess Fees			\$ 47,034
Less: Expense Allowance	\$	3,600	
Training Incentive Benefit		2,965	6,565
Excess Fees Due County for Calendar Year 2002			\$ 40,469
Payment to County Treasurer - April 18, 2003			40,469
Balance Due at Completion of Audit			\$ 0

The accompanying notes are an integral part of this financial statement.

MONROE COUNTY
NOTES TO FINANCIAL STATEMENT

December 31, 2002

Note 1. Summary of Significant Accounting Policies

A. Fund Accounting

A fee official uses a fund to report on the results of operations. A fund is a separate accounting entity with a self-balancing set of accounts. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

A fee official uses a fund for fees to account for activities for which the government desires periodic determination of the excess of receipts over disbursements to facilitate management control, accountability, and compliance with laws.

B. Basis of Accounting

The financial statement has been prepared on a modified cash basis of accounting, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. Under this basis of accounting, certain receipts and certain expenditures are recognized as a result of accrual at December 31, 2002.

The measurement focus of a fee official is upon excess fees. Remittance of excess fees is due to the County Treasurer in the subsequent year.

C. Cash and Investments

At the direction of the fiscal court, KRS 66.480 authorizes the County Clerk's office to invest in the following, including but not limited to, obligations of the United States and of its agencies and instrumentalities, obligations and contracts for future delivery or purchase of obligations backed by the full faith and credit of the United States, obligations of any corporation of the United States government, bonds or certificates of indebtedness of this state, and certificates of deposit issued by or other interest-bearing accounts of any bank or savings and loan institution which are insured by the Federal Deposit Insurance Corporation (FDIC) or which are collateralized, to the extent uninsured, by any obligation permitted by KRS 41.240(4).

Note 2. Employee Retirement System

The county officials and employees have elected to participate in the County Employees Retirement System (CERS), pursuant to KRS 78.530 administered by the Board of Trustees of the Kentucky Retirement Systems. This is a multiple-employer public retirement system that covers all eligible full-time employees. Participation began in October 2002. Benefit contributions and provisions are established by statute. Nonhazardous covered employees are required to contribute 5.0 percent of their salary to the plan. The county's contribution rate for nonhazardous employees was 6.34 percent for the last three months of the year.

MONROE COUNTY
NOTES TO FINANCIAL STATEMENT
December 31, 2002
(Continued)

Note 2. Employee Retirement System (Continued)

Benefits fully vest on reaching five years of service for nonhazardous employees. Aspects of benefits for nonhazardous employees include retirement after 27 years of service or age 65.

Historical trend information pertaining to CERS' progress in accumulating sufficient assets to pay benefits when due is presented in the Kentucky Retirement Systems' annual financial report which is a matter of public record.

Note 3. Deposits

The County Clerk maintained deposits of public funds with depository institutions insured by the Federal Deposit Insurance Corporation (FDIC). According to KRS 64.480(1)(d) and KRS 41.240(4), the depository institution should pledge or provide sufficient collateral which, together with FDIC insurance, equals or exceeds the amount of public funds on deposit at all times. In order to be valid against the FDIC in the event of failure or insolvency of the depository institution, this pledge or provision of collateral should be evidenced by an agreement between the County Clerk and the depository institution, signed by both parties, that is (a) in writing, (b) approved by the board of directors of the depository institution or its loan committee, which approval must be reflected in the minutes of the board or committee, and (c) an official record of the depository institution. These requirements were met, and as of December 31, 2002, the County Clerk's deposits were fully insured or collateralized at a 100% level with collateral of either pledged securities held by the County Clerk's agent in the County Clerk's name, or provided surety bond which named the County Clerk as beneficiary/obligee on the bond.

Note 4. Grant

The County Clerk received a local records microfilming grant from the Kentucky Department for Libraries and Archives in the amount of \$2,333. The unexpended grant balance is \$2,333 as of December 31, 2002.

THIS PAGE LEFT BLANK INTENTIONALLY

REPORT ON COMPLIANCE
AND ON INTERNAL CONTROL OVER FINANCIAL
REPORTING BASED ON AN AUDIT OF THE FINANCIAL STATEMENT
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS



Kapp & Company, PLLC

Certified Public Accountants &
Business Advisors

To the People of Kentucky
Honorable Paul E. Patton, Governor
Gordon C. Duke, Secretary
Finance and Administration Cabinet
Dana Mayton, Secretary, Revenue Cabinet
Honorable Wilber Graves, Monroe County Judge/Executive
Honorable Teresa Sheffield, Monroe County Clerk
Members of the Monroe County Fiscal Court

Report On Compliance And On Internal Control
Over Financial Reporting Based On An Audit Of The Financial
Statement Performed In Accordance With Government Auditing Standards

We have audited the statement of receipts, disbursements, and excess fees of the Monroe County Clerk for the year ended December 31, 2002, and have issued our report thereon dated September 12, 2003. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the Monroe County Clerk's financial statement for the year ended December 31, 2002, is free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Monroe County Clerk's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statement and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statement being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

Report On Compliance And On Internal Control
Over Financial Reporting Based On An Audit Of The Financial
Statement Performed In Accordance With Government Auditing Standards
(Continued)

This report is intended solely for the information and use of management and is not intended to be and should not be used by anyone other than the specified party.

Respectfully submitted,

A handwritten signature in cursive script that reads "Kapp & Company, PLLC".

Kapp & Company, PLLC

Audit fieldwork completed -
September 12, 2003

